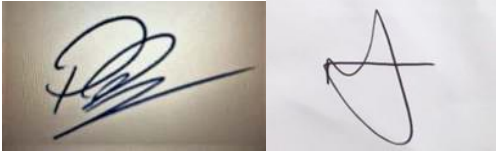





SAFER RECRUITER POLICY 2018-2019

Prepared By:	Authorised by
PAUL DREW	MARK SIMPKINS
Date Sanctioned	DECEMBER 18
SIGNATURE/S:	

Board Signatures



PAUL DREW



MARK FITCHEW

Overview

The safety and wellbeing of our learners is our top priority, and we take all reasonable and sensible measures to ensure they are kept safe from harm.

We operate a Safer Recruitment policy which ensures that all our staff are committed to safeguarding and promoting the welfare of young people.

This helps ensure the safety of those who attend.

Introduction

The safe recruitment of staff in Apprentify is the first step to safeguarding and promoting the welfare of our apprentices. Apprentify is committed to safeguarding and promoting the welfare of all apprentices.

All staff and volunteers to share this commitment.

The aims of the recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equally and consistently;
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance such as the Prevent Policy and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- To ensure that Apprentify meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

All employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Apprentify has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualification, experience, behaviours and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

Apprentify aims to operate this procedure consistently and thoroughly while obtaining, collating, analyzing and evaluating information from and about applicants applying for job vacancies.

What is needed

To ensure consistency and across every hire the following items are needed and can be found in the OneDrive HR folder and recruitment. This policy works alongside the Staff Induction Policy which can be found in the Apprentify Policy folder on OneDrive.

Documents required:

1. Candidate Application Information Pack
2. Standard Application Form
3. Reference Proforma
4. Job advert template
5. Internal recruitment Pack
6. Staff Induction Policy

Candidate application information pack

To ensure consistency Apprentify will use a standard application pack that outlines the role, person and company. For different roles the job description and person specification may change. However, for an individual role each pack that is sent out will have the same content and same application form. Contents will include:

1. Job description
2. Person specification
3. A safeguarding statement
4. A self-disclosure form
5. Outline of the selection process
6. Standard application form
7. Reference proforma

1 Job description

- Title of the job role
- Working hours
- Main duties
- The location
- Short description of Apprentify
- Statement of our commitment to safeguarding
- Whether training will be supplied

2 Person specification

- The necessary skills expected
- Whether a level of previous experience is required
- Attitudes and Values, we expect

3 Our Safeguarding statement:

*Our organisation, **Apprentify** is committed to safeguarding and promoting the welfare of all young people. We believe that apprentices deserve a safe, happy and healthy life we will endeavour to delivery this.*

Apprentify has a full safeguarding policy which all staff are familiarised with and adhere to at every moment.

4 Outline of the selection process

- Which criteria we will be looking for
- That referees will be contacted
- Whether the candidate will be assessed or tested during the interview

5 Standard application form

- Personal details
- Education and training
- Employment history
- Referees
- A personal Statement
- A signed declaration

6 Reference proforma

- When contacting referees ask
 - Was the candidate ever subject to any disciplinary offences relating to children or young people
 - Was the candidate ever subject to any concerns
 - If yes to either was the outcome of any enquiry into their conduct?

Job advert

To ensure consistency Apprentify will use a standard Job advert template to ensure that we fulfil our requirements. If you wish to amend the advert template structure this needs to be approved by at least two of the management team.

The job advert:

- The Job Title
- Working hours
- Salary or Salary range
- The main duties of the job role
- The skill set required
- The location
- The description of the commitment to safeguarding
- DBS checks and references for all candidates

Advertising

To ensure equality of opportunity, Apprentify will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement and sharing on social media.

Any advertisement will make clear our commitment to safeguarding and promoting the welfare of everyone.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

Applications

Once we start receiving applications every person will receive a thank you email with dates of when they will expect to receive feedback. It is important we are open and honest and still to our timelines. All feedback must be constructive.

Induction

Once accepted make sure that the employee receives the Induction information.
Ensure that:

- The rest of the business know they are starting and when
 - If they need to be involved in the induction process
- They have time with the relevant departments
- Equipment is ordered
- IT phone, email etc. are set up
- Access to Bud or other systems are set up
- They receive a copy of the staff handbook and Apprentify DNA document

Staff Induction Policy

Ensure that the candidate sees the Staff induction policy and the Induction follows this process:

- The Apprentify Staff Induction policy can be found in the Apprentify policy folder in OneDrive
- Ensure every staff member reads all policies
- Passes safeguarding and prevent certifications
- Signs off staff code of conduct
- Any new member of staff starting without an up to date DBS will be required to complete the Risk Assessment, where a decision will be made on when the staff member can be in contact with Apprentice

Review

This policy will be reviewed annually or sooner if required